**Saad Bin Saif**

**Curriculum Vitae**

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I'm an experienced IT professional with over 9+ years in the industry, specializing in Enterprise Resource Planning (ERP) implementation. My expertise lies in seamlessly deploying and managing ERP solutions to optimize business operations and drive impactful results. With a track record of delivering efficient, result-oriented solutions, I excel at streamlining processes, meeting strategic objectives, and ensuring seamless business functionality. I am passionate about leveraging technology to empower organizations and foster sustainable growth.

## Professional Experience (9+ Years)

### *Co-founder and Managing Director* at *Ogroni Informatix Limited* from August, 2019 to present

**Achievements:**

- Deployed ERP solution (Odoo) for 14 renowned organizations in Bangladesh
- Founder of a company of 14 team members

**Core Responsibilities:**

- Strategic Vision and Leadership
- Business Development
- Operational Oversight
- Financial Planning and Budget Management
- Team Development
- Risk Management and Compliance

### *Consultant (ERP- Hospital Management System)* at *Islam Group* from July, 2017 to July, 2019

**Achievements:**

- Deployed ERP solution for Jahurul Islam Medical College and Hospital

**Core Responsibilities:**

- System Requirements Analysis
- Workflow Optimization
- Process Development and Automation
- Data Security and Compliance
- Reporting and Analytics

*System Integrator (ERP)* at *Zero Gravity Ventures Limited* **from June, 2016 to June, 2017**

**Achievements:**

- Deployed ERP solution (Odoo) for 2 renowned eCommerce ventures
- "Certificate of Excellence" from CEO

**Core Responsibilities:**

- ERP Implementation (Odoo)
- ERP-eCommerce Integration (Odoo-Magento)
- Project Management
- Requirement Analysis
- Support and Maintenance
- Management Reporting

*Project Coordinator* at *Ernst & Young* **from January 2015, to March, 2016**

**Achievements:**

- ERP Integration and Configuration for TopUp IT and Foundation Skill training

**Core Responsibilities:**

- Project Coordination
- Training Management System Configuration
- Requirement Analysis
- Coordinating with Development Team
- Documentation
- Management Reporting

## Accomplishments

| Name | Organization | Year | Subject/Modules |
|---|---|---|---|
| Functional Certification on Odoo ERP (version- 17) | Odoo ERP | 2024 | • All Modules of Odoo ERP Software |
| Functional Certification on Odoo ERP (version- 16) | Odoo ERP | 2023 | • All Modules of Odoo ERP Software |
| Certification on English and Business Communication | BASIS Institute of Training Management (BITM) | 2019 | • English Language Fundamentals<br>• Professional Business Writing, Verbal and Interpersonal Communication<br>• Digital and Workplace Communication |

| Name | Organization | Year | Subject/Modules |
|---|---|---|---|
| Certification on Effective Teaching and Pedagogy | Skills for Employment Investment Program (SEIP), and LCBS Dhaka Limited | 2017 | • Foundations of Teaching and Learning<br>• Classroom Management and Student Engagement<br>• Instructional Design and Assessment<br>• Professional Development and Reflective Practice |
| Foundation Training | Bangladesh Academy for Rural Development (BARD) | 2015 | • Project Management<br>• Physical Fitness<br>• Soft Skills- Change Management, Punctuality, Agility, Leadership, Emotional Intelligence, and Communication Skill |
| Post Graduate Diploma in ICT | ICT Division, Government of People's Republic of Bangladesh | 2015 | Enterprise Resource Planning (ERP) Implementation |
| Bachelor of Business Administration | Shahjalal University of Science and Technology, Sylhet, Bangladesh | 2013 | Finance and Banking |